HANDBOOK

for
Smith–Corona
Operators

Congratulations!

You have a new Smith-Corona office typewriter and since we assume that you already know how to operate a typewriter, this booklet omits the obvious and endeavors to show you how certain features of your new machine may be used to simplify your work.

Smith-Corona Inc

Executive Offices: Syracuse 1 N Y

Your main object is...

to write a good looking letter... easily.

Paper

Cost alone is not the deciding factor. A good typewriter paper should not have too rough a finish; should be fairly opaque and must stand erasing. Test paper for typing and erasing qualities before deciding on a brand.

Carbon

A good grade of medium weight carbon is best for most purposes. For heavy manifolding use lightest weight.

Tissue

Carbon does not adhere to a glazed surface as well as to an unglazed. Therefore, if you use glazed onion skin, place the unglazed side against the carbon surface. Better still, buy unglazed paper for your copies and you will have less trouble with slippage. "Railroad Manila" is cheap and is used extensively for office copies.

Placement

Before you begin to type a letter, make a good guess as to its length. It may help you if you divide letters into five groups: under 50 words, 50-100, 100-150, 150-250 and over 250. Then make a table showing left and right margin settings and number of spaces down from the top of sheet—for each length letter.
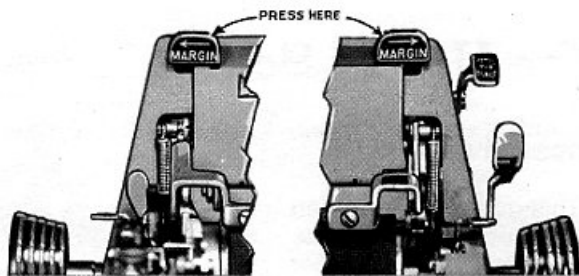
You will find Smith-Corona's automatic margin set a wonderful help in changing margins to give the best appearance to your letters.

Inserting Paper

On the paper table you will find a scaled paper guide whose chief purpose is to enable you to maintain uniform margins on one sheet after another. You simply feed your sheets with their left edges against the guide. When you insert paper in the Smith-Corona, hold it by the top center, drop it down against the feed rolls and twirl the platen knob. The paper feed is so accurate that if you learn to drop the paper evenly it will need no straightening. However, there is a paper release lever on the right end of the carriage. It is useful when inserting a book of carbons.

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Setting Margins

It would be hard to imagine anything simpler than setting margins on a Smith-Corona. Just move the Carriage to the point where you wish the margin stop placed and press the automatic margin "Set Button." Another way you can do it is to press and hold the Set Button, move Carriage to point where you want margin, then release Set Button.

Tabulating

Smith-Corona makes two different types of keyset tabulators so that a machine may be equipped with the type best suited to the work for which it will be employed.

To set stops—move carriage to position where you wish it to stop when operating the Tabulator Bar or the Decimal Key, and press key marked "Set." If you are preparing to tabulate on a columnar ruled form, the simplest way is to insert the form in your typewriter and set a stop for each column.

To clear an individual stop—tabulate to the position at which stop is set, then press key marked "Clear."

To clear all stops—press down "Total Tab Clear" lever at right end of paper table. You do not have to run the carriage back and forth as on some typewriters.

The Bar Tabulator is usually supplied on machines purchased for general office use.

A Decimal Tabulator saves time where there is a considerable amount of tabulating, because it eliminates the back spacing required when a Bar Tabulator is used. All stops are set for the decimal point. Then when you wish to write amounts of varying size, you simply press the proper tabulator key and the carriage stops where you should begin writing. For example: You wish to write 5644.00. Press the "1000" key and the carriage stops 4 places to the left of the stop set for the decimal point.

A 10-Key Decimal Tabulator includes the commas unless very large numbers are to be tabulated. Its keys are marked thus:

or

The Use of Scales

Paper Guide

This guide slides. When the pointer is on zero the left edge of your paper will be at zero on the Bail Scale and Platen Scale. Without moving margin stop, the left margin of your paper may be increased by moving Paper Guide to left or decreased by moving it to the right.

Carriage Scale   Platen Scale   Bail Scale
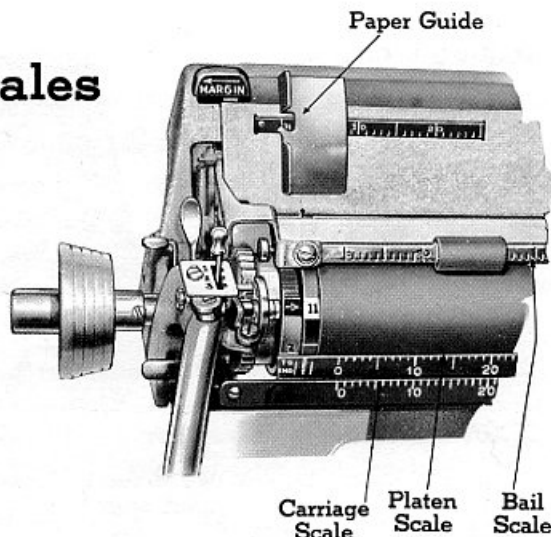
Bail Scale

Generally graduated to correspond with the letter spacing on your machine, this scale may be used for establishing margins, columns in tabular work, length of lines, indentations, etc.

Platen Scale

On machines with regular line spacing (6 lines to the inch) and conventional type face, the bottom of a line of writing, when the paper is turned back two spaces, will always be exactly even with the top edge of the Platen Scale.

Line Indicator Scale

Line Indicator   Carriage Scale

It is very impo

As its name suggests the Line Indicator shows you where a line will print. Its edge is even with the bottom of the letters. The scale markings point to the centers of the letters. If you have to take a partly typed sheet out of your machine and replace it, if necessary, move the paper to the left or right until Line Indicator Scale centers on the letters. Use the Variable Linespacer to free the platen to get the bottom of a line of writing exactly even with the top edge of the Line Indicator.

Printing Indicator
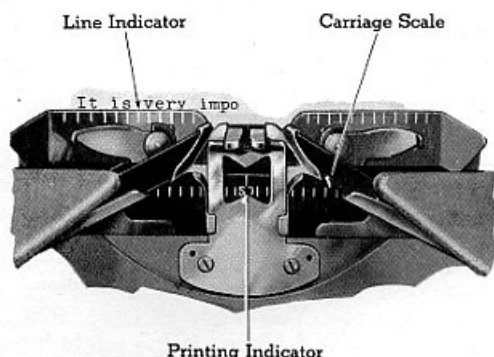
An experienced Smith-Corona operator can replace a partly typed sheet with such accuracy that adjustment is generally unnecessary. The secret is in keeping the left edge against the Paper Guide and dropping the sheet squarely down onto the feed rolls. This is one of the unseen advantages of the Smith-Corona.

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Carriage Scale and Printing Indicator

The graduations on the Carriage Scale are visible through the window which has a Printing Indicator. For example, if the Printing Indicator is in line with the graduation for 50 on the Carriage Scale, the character printed on the paper at that position will register 50 with the Bail Scale or Platen Scale.

Line Spacing

Some typewriters are lacking in certain important line spacing conveniences, but the Smith-Corona has them all and you should know how they may be employed to facilitate your work.

This illustration shows:

The Line Space Regulator which has three positions to give you single, double or triple spacing between lines.

The Platen Ratchet Release which disengages the platen ratchet roller and permits the platen to turn freely. Use this when you wish to insert variable spacing as when writing subscripts or exponents in a letter or form and then return to your original line spacing.

Platen
Rachet
Release

Variable
Line Spacer
Line Space
Regulator

Page Gauge

The Variable Line Spacer which suspends the ratchet control but starts it again at whatever position the platen is in when the Variable is returned to normal. Use this if you wish line spacing to start a fraction of a space down on the paper, in filling in a ruled form and for any varied spacing which does not require a return to the original. Press Variable in and hold in with palm, while turning platen knob with fingers.
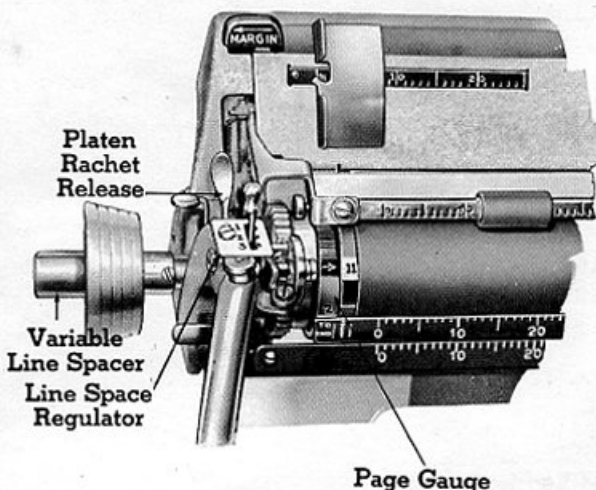
Page Gage

The Page Gage is graduated for paper measuring from 8" to 14" (20.32 cm to 35.56 cm) in length. However, the Indicator can be set for paper shorter than 8" (20.32 cm) or longer than 14" (35.56 cm).

Turn the red, knurled ring until the arrow points to the line with the number that indicates the length of paper you are using. For example, if the arrow is set on the dash between 10 and 11, the paper should be 10½" (26.67 cm) long or 12½" (31.75 cm) long if the arrow is set on the dash between 12 and 13, etc.

Next turn the platen until bottom edge of the green field bearing numeral 11 is at edge over "set"; then insert paper without releasing the Feed Rolls. When the bottom edge of paper disappears behind the platen, the numerals on the red section appearing at edge above "to end" indicate in inches the amount of paper left.

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This is the Keyboard of Your Smith-Corona
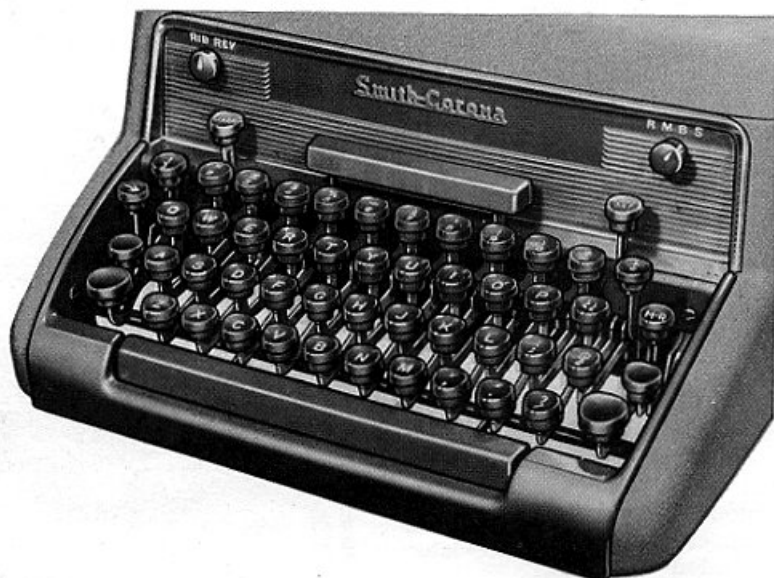
Keyboard Controls

The little knob at the upper left is the Manual Ribbon Reverse. You will seldom use it as the ribbon reverses automatically; but by turning it to left or right you can make the ribbon wind on either spool. The knob with the letters R M B S above it controls the up and down movement of the ribbon. Turning the knob so that pointer points to R, you type on the lower portion of the ribbon; M gives you the center of the ribbon and B the upper portion. To set for stencil position, first pull out the knob and then turn so that pointer points to S.

The Margin Release (M-R) key operates on both left and right margins—so that you may write beyond the stops, without changing them.

Both Shift Keys release the Shift Lock. We use the name "Floating Shift" for the light type segment or "basket" which veritably floats on frictionless ball bearings. Most typewriter manufacturers have finally adopted this segment shift principle, which Smith-Corona has used since 1904.

On this latest Smith-Corona all markings have been omitted from the shift and shift lock keys while the Backspacer is designated by an arrow.

If you will raise the ribbon spool cover and press down on the type bars you will discover that the basket is locked in position and cannot bounce and throw the next character out of alignment.

The tabulator shown here is the bar-type. Stops are set with the key to the right of the bar and cleared individually with the key to the left. Depressing the bar permits the carriage to move to a set stop.

The keyboard illustrated has 88 characters. However, the Smith-Corona is also made with 92 characters. Ninety-two character machines are used extensively in countries whose languages require numerous accents. Keys carrying accents are usually "dead," that is they do not move the carriage. This permits the operator to accent a letter without backspacing. The machine is constructed so that the accent is struck first followed by the letter.

Touch Selector

Some typists like a very light key tension, others prefer to feel an appreciable resistance in the keys. So your Smith-Corona is provided with a Touch Selector to permit you to select the touch which suits you best.

The Touch Selector is concealed beneath the ribbon spool cover, to discourage casual meddling with your setting. To adjust, merely raise the cover and move the lever from "1" to "7" until you find the key tension that pleases you.

Erasures

SOMETIMES you will make a mistake—

See that card fingers are down, move carriage so that erasings will not drop into machine and erase with light, horizontal strokes.

If your error is one of the following, you can correct it very nicely by making use of Smith-Corona's half-spacing feature—just one of the conveniences which make this typewriter so popular with operators.

```
The omission of a letter  -  some are vry good
               Corrected  -  some are very good
Addition of a letter      -  some are verry good
               Corrected  -  some are very  good
Omission of a space       -  some arevery good
               Corrected  -  some are very good
```

Half-Spacing

... is very simple. It is done with the space bar, which when depressed allows the carriage to move ½ space and when released allows it to move the remaining ½ space. Hence, by holding the space bar down, while striking a letter, you print that letter ½ space to the left of where it would normally go. So, to correct the errors above, erase the underlined words and (for the first and third examples) position carriage as though you were going to type in the space immediately following "are," but before striking "v" press down and hold the space bar, then strike the "v." Release space bar, press and hold again while striking "e." Do this with each letter and the word will fit into the space.

Where you have one letter too many, you will need to add ½ space before and after the corrected word. So proceed as before, but start one full space to the right.

Half-spacing may also be used for closing space between the letters of a diphthong, for centering headings over columns and for giving emphasis to a word by letter spacing.

```
Full  space  between      B E N E F I T
Half space between        B E N E F I T
Regular spacing           BENEFIT
```

Justifying

... which means evening the right margin, is easily accomplished on your typewriter because of half-spacing. Type the text first, making the right margin as even as possible. Wherever the line is **less** than the required number of spaces in the finished work, fill in with asterisks. They are easier to count than blank spaces.

```
Justifying lines is easy on a typewriter
that will half-space and is very essential
in preparing copy for house organs and **
school papers that are to be lithographed
or Mimeographed; because their columns **
must have uniform margins to look right.
```

The second line will have to be contracted two spaces by taking out four half-spaces between words. The 3rd line is two spaces short, so half-spaces must be added in four places. The 4th line is easily contracted one space; but the next line must be expanded two spaces. Here is the result:

```
Justifying lines is easy on a typewriter
that will half-space and is very essential
in preparing  copy for  house  organs and
school  papers  that are to be  lithographed
or  Mimeographed;  because  their  columns
must have uniform margins to look right.
```

Changing Platens

To Remove Platen—raise bail, hook a finger behind latch at each end of carriage and pull latch forward at same time lifting platen up and out.

To Replace Platen—with bail raised, insert end with ratchet wheel into end of carriage where line space lever is located. Make sure pawl which engages ratchet wheel is not in the way and press both ends of platen into position.

Do not force—platen will snap into laches easily if properly located.
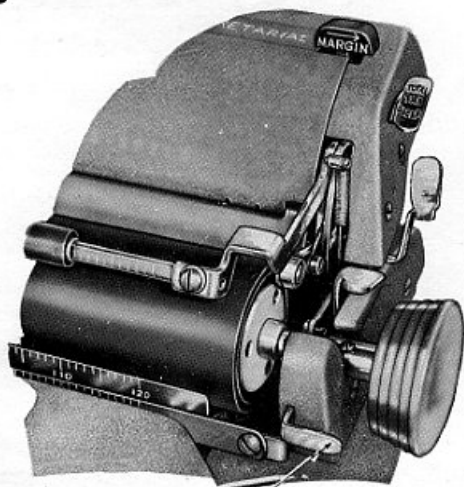
Platen Latch

The advantage of the removable platen feature of your machine is that it permits you to use a quiet, cushion platen for your general work and a hard platen when you have heavy manifolding. It enables you to have a highly specialized typewriter for card writing, etc., at a very small cost. And it gives you ready access to the feed rolls of your typewriter so that you may keep them clean and in perfect working order.

Interchangeable Platens

Here are special purpose platens which will fit on your machine. Ask your Smith-Corona salesman to let you try any of them which fit in with your work.

Brass Platen for making the maximum number of carbon copies.
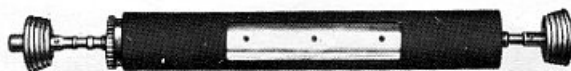
Library Platen for tabulating cards, stickers, large labels. Has spring grip.

Label Platen for small labels, light cards. Located at one side, so platen may also be used for correspondence.

Card Platen for general card work. Holds top or bottom of card. Front or back feed.

Channel Card Platen for cards or for forms with carbons. Front or back feed. Uses full width of platen.

Changing Ribbon

The two spools on your typewriter are exactly alike, but the ribbon winds clockwise on the left spool, counterclockwise on the right spool. New ribbons are wound as on the right hand spool. Therefore, when you wish to change a ribbon:

Move carriage to position which will allow you to raise ribbon spool cover fully.

With Manual Ribbon Reverse to right wind old ribbon on right hand spool by turning spool with finger tip.

Lift out empty spool, detach end of old ribbon from prong, attach end of new ribbon and replace spool.

Put new ribbon on right shaft and make sure both spools are seated. Turn spool back and forth to make it seat.

Ribbon should now run straight across, without any twists, like this:

Thread ribbon into guides on ribbon spool cups and into carrier. When properly threaded, ribbon will look like this:
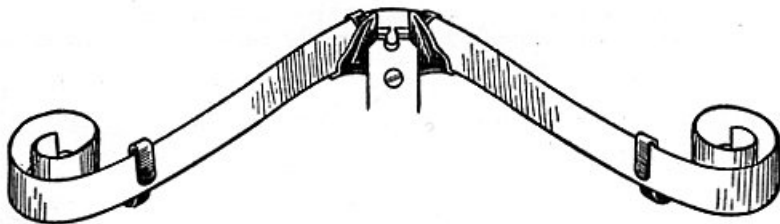
To make ribbon-threading simple: (1) Lock Shift Key. (2) Set Ribbon Control on **Red.** (3) Hit two center keys and jam them together near printing point. This holds ribbon-carrier up where threading is easy.

A Clean Machine
Does Clean Work

In the morning, when dusting up your desk, spend a few minutes on your typewriter. Brush off erasures and dust. An occasional rubbing of the machine with a slightly oiled cloth, particularly where handled, keeps the machine looking new for a long time.

The type should be cleaned when necessary with a **dry** type brush. A fluid cleaner is not recommended. However, if used, do not allow it to run down into the Type Bar slots as it will cause the Type Bars to stick.

Feed Rolls should be brushed now and then and wiped clean with a cloth slightly moistened in alcohol. Remove the platen to get at them.

The Platen may in time become smooth enough to cause a little slippage, particularly with glazed paper. If this occurs, remove platen from machine, moisten a cloth with alcohol and wipe platen lightly lengthwise. Be careful not to get any alcohol on the finish of your machine.

Oiling

We recommend that wherever possible, oiling should be done by an experienced service man.

The machine will work best if a small amount of oil is applied from time to time to all bearing points.

Too much oil should not be used and should be the best typewriter oil obtainable. Proper oil can be obtained from Smith-Corona Branch Offices or Dealers. It can be applied with a straightened paper clip and any excess oil wiped off.

If you have regular monthly or quarterly service on your machine, leave the oiling to the service men.
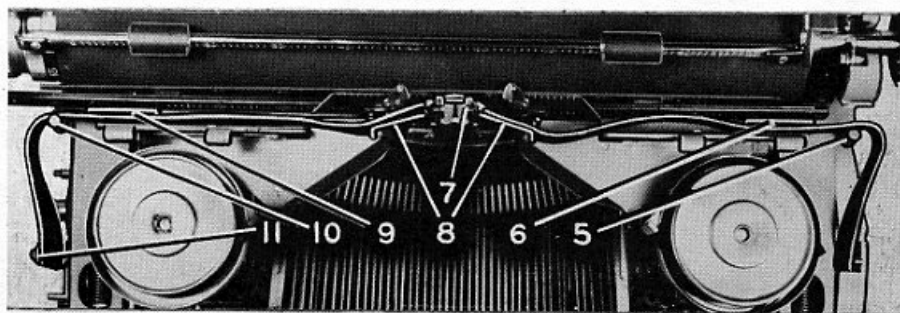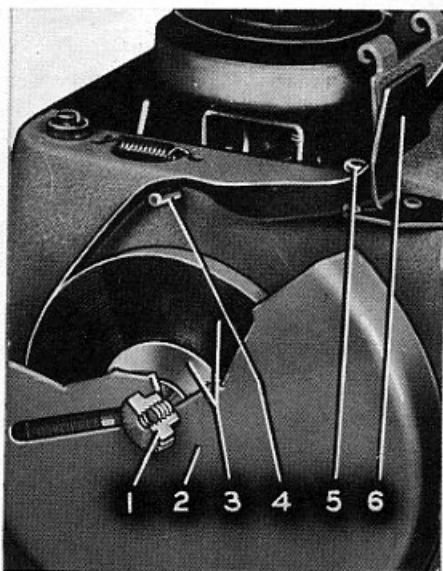
How to use the Carbon Ribbon

Carefully read this Handbook for general information regarding the typewriter. To better illustrate how the Carbon Ribbon appears when properly installed, the pictures show the Ribbon Spool Cover removed.

To Install Carbon Ribbon Spool

Unscrew Cover Knob (1); take off Carbon Ribbon Spool Cover (2); and mount Carbon Ribbon Spool (3) so that the Ribbon unwinds clockwise (see picture). Pull — unwind — a short length (about 15") and lay it over Cover Locating Stud (4); replace Cover (2) so small notch is against Stud (4) and fasten with Knob (1).

Next — place Carbon Ribbon in back of Post (5), twisting it so its inner edge becomes the bottom edge and that the carbonized side faces the Platen; then place it between Guide (6) and Cover Hinge.

With the carbonized side of Carbon Ribbon facing the Platen, "thread" the Ribbon into the Ribbon Carrier (7); also rest it in Wire Holders (8). Next, place the Carbon Ribbon between Guide (9) and Hinge, in back of Post (10) and over Guide Roller (11) so that its carbon side will be against Guide Roller (11).

Set the Release-Feed Handle (12) to ON; insert free end of Carbon Ribbon so carbonized side is against the Feed Roller (13), as shown in picture, turn Knob (14) clockwise until all Ribbon slack is taken up.

IMPORTANT: If the Carbon Ribbon tends to run off of the Roller (13), release the pressure (shift Handle 12 to OFF), straighten the Ribbon and again set Handle to ON.

To attach Carbon Ribbon to Rewind Spool, take hold of Rewind Spool Cover Knob (15) and pull off Cover. Strip off waxed protector (16) from loose end of adhesive tape (17) attached to empty Core (18)—fasten (press on) the end of Carbon Ribbon to that adhesive tape (17).

NOTE: Carbon Ribbon must pass under Post (19), wind clockwise and have its carbon side next to Core (18).
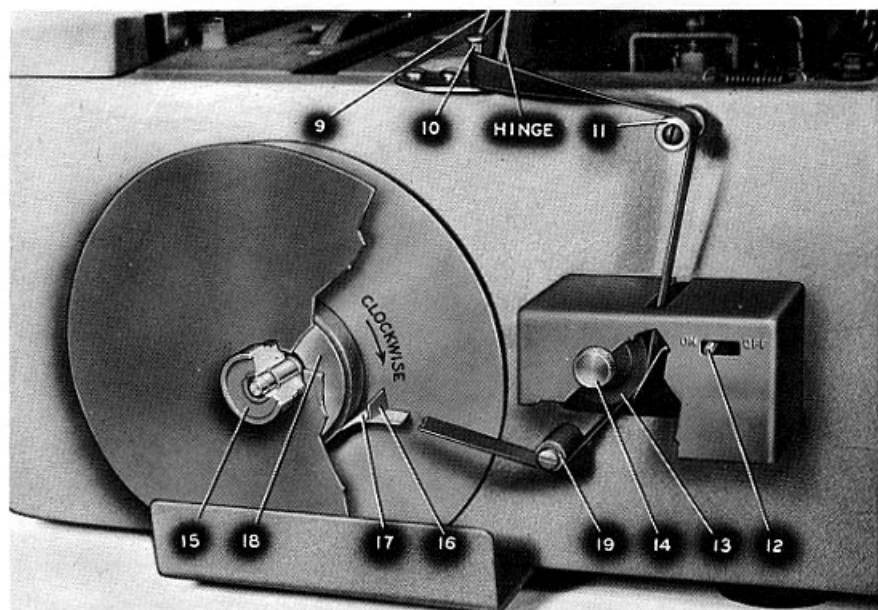
Finally, put on the Rewind Spool Cover by pressing against Knob (15) until it snaps into locking position. Then turn Knob (15) to take all remaining Ribbon slack.

If you desire to increase or decrease the distance that the Carbon Ribbon moves for each type impression, call our branch or agent for a mechanic.

To Use Regular Typewriter Ribbon

Remove (lift) Carbon Ribbon from Ribbon Carrier (7) and Holders (8); set Release-Feed Handle (12) to OFF. For short intervals, lay Carbon Ribbon in front of Carrier (7) and under Holders (8); otherwise, tear Carbon Ribbon in two and pull it out to right and left.

Now raise Ribbon Spool Cover, attach end of regular typewriter ribbon to empty Spool (see Page 11).

Smith - Corona